

**From:** [Charmaine Backens](#)  
**To:** [Cynthia Brown/R6/USEPA/US@EPA](#); [RandyCSmith1@cs.com](#)  
**Cc:** [fandres@xactdatadiscovery.com](#); [mkoks@munsch.com](#); [Edwin Quinones/R6/USEPA/US@EPA](#); [psarahan@fulbright.com](#); [connie.westfall@strasburger.com](#)  
**Subject:** RE: US Oil Recovery - Document Review  
**Date:** 04/12/2012 02:41 PM  
**Attachments:** [USOR-VISITOR PROTOCOLS.pdf](#)

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Cynthia—

No, but thank you for asking. Just in case you do not have a copy of the Visitor Protocols, I have attached one. All visitors requesting access to the US Oil Recovery records are asked to comply. Thank you,

Charmaine

Charmaine K. Backens  
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Please consider the environment before printing this email.

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**From:** Cynthia Brown [<mailto:Brown.Cynthia@epamail.epa.gov>]  
**Sent:** Thursday, April 12, 2012 2:26 PM  
**To:** Charmaine Backens; [RandyCSmith1@cs.com](#)  
**Subject:** Fw: US Oil Recovery - Document Review

Charmaine, I am the Enforcement Officer for the Environmental Protection Agency on the U.S. Oil Recovery site. I will be accompanying Randy Smith to the XDD offices for a record review of U.S. Oil Recovery documents on April 27. Randy will be providing insight into the document organization process. I will be looking at random boxes, and random records.

Do you need anything else from me?

Cynthia Brown  
Removal Enforcement Coordinator  
214-665-7480

----- Forwarded by Cynthia Brown/R6/USEPA/US on 04/12/2012 02:21 PM -----

**From:** [RandyCSmith1@cs.com](#)  
**To:** [Charmaine.Backens@tceq.texas.gov](#)  
**Cc:** [psarahan@fulbright.com](#), [mkoks@munsch.com](#), [Edwin Quinones/R6/USEPA/US@EPA](#), [Cynthia Brown/R6/USEPA/US@EPA](#), [fandres@xactdatadiscovery.com](#), [connie.westfall@strasburger.com](#)  
**Date:** 04/10/2012 11:47 PM

Subject: US Oil Recovery - Document Review

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Charmaine:

As a followup to our telephone conversation, on behalf of the US Oil Recovery Site PRP Group, I would like to request an opportunity to conduct a document review on April 27 @8AM at Xact Data Discovery (XDD) in Houston, TX. The purpose of the review is to evaluate the extent of water damage to several boxes of manifests when they were stored at the US Oil Recovery facility in Pasadena, TX.

There are approximately 2 boxes containing the damaged manifests. I will provide a picture of the records in question so we can determine the quantity of documents that we will seek to recover data from at a later date.

Ferdinand Andres from XDD has provided me with the protocol for review records.

Please confirm approval for me to conduct the review on the date requested.

Regards,  
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